



Accounting Services

Career Technical Training Area

Finance and Business Career Pathway

Accounting Services

The Job Corps Accounting Services training program takes 8 to 12 months to complete and requires training in the following subject areas:

- **Microsoft Office Excel**
 - Creating data and content
 - Analyzing data
 - Formatting data and content
- **Accounts Payable**
 - Assets
 - Controls
 - Expenses
 - Cash management/reconciliation
 - Purchases
 - Recording
- **Accounts Receivable/Billing Fundamentals**
 - Applying cash
 - Credit
 - Bad debt/collections
 - Reconciliation of customer accounts
 - Cash flow
 - General ledger
 - Invoicing
- **Bookkeeping Fundamentals**
 - Accounts payable/receivable
 - Adjusting entries
 - Business math conversions
 - Financial statements
 - Recording transactions
 - Taxes
 - Cash
 - Fixed assets
 - Payroll
 - Inventories
 - Liabilities

• Payroll Fundamentals

- Payroll calculations
- Customer service
- Employee master file data
- Employment laws
- Fair Labor Standards Act
- Tax forms and deposits
- Bookkeeping
- Payroll basics
- Payroll procedures
- Worker status

Certification:

Students who complete a Job Corps training program are eligible to receive a nationally recognized certificate of completion. Accounting Services offers the following certifications:

- Microsoft Certified Applications Specialist (MCAS) Excel
- Brainbench Certifications: Accounts Payable Fundamentals; Accounts Receivable/Billing Fundamentals; Bookkeeping Fundamentals; Payroll Fundamentals

Steps to certification:

Before completing an Accounting Services training program, students should:

- Have the basic math and reading skills necessary to perform the job.
- Complete the core curriculum and pass all written and performance tests.

Average length of training:

8 to 12 months

The salary range for various careers in Accounting Services is:

\$30,000 to \$50,000/year

THE BENEFITS OF JOB CORPS

Industry-recognized certification • Hands-on training and internships • Housing, meals, and basic medical care • Earn while you learn: Biweekly living allowance • Administered by the U.S. Dept. of Labor

What is Job Corps?

- A residential career training program
- Your path to a career in a high-growth industry
- A place to earn your high school diploma or GED
- Career counseling and support after graduation



Career Technical Training programs vary at different Job Corps centers.

Administered by the U.S. Department of Labor, Job Corps is the nation's largest career technical training and education program for students ages 16 through 24. Job Corps is a U.S. Department of Labor Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY telephone number is (877) 889-5627.